Introduction to the MAC

Preface

- **Only ask questions that are stupid ones**
- **Only ask questions when you think that everyone else knows the answer**

First Impressions

(with Mac **OFF**)

- Screen (small) and processor in one unit
- One disk drive with second external
- Keyboard small
- **Mouse**

(with Mac **ON**)

- Presented with **icon**

(**insert disk**)

- Icon changes
- The **desktop** (*the metaphor*)
- Two new icons (disk and trash)
- Menus across the top
- The philosophy
  - select an object and act on it
  - menus vs commands
  - make it available only when it makes sense
  - pointing and moving (dragging)

First Steps

(**Visible - disk icon only**)

- Move mouse around but don't press button (watch arrow)
- Menus on top of screen
- Move arrow to apple symbol and press button (hold it)
- Slide arrow to right to see other menu options

Menus

- Desk accessories

- File menu
- Edit menu
- View menu
- Special menu

Opening folders, using menus

- **Select** the disk icon
- **Open** the disk from the file menu
- What you see is = to directory listing
- Go to view menu and try choosing by name
- Now try the others

Playing with windows

- Go to file menu and select close
- Go to disk icon and quickly click twice
- Click in small box in upper left of window
- Go to disk icon and quickly click twice
- Move arrow to striped area at top of window - While holding down the mouse button move the mouse
- Move arrow to small box in lower right of window - While holding down the mouse button move the mouse
- Click on the MacWrite folder and then choose open from the file menu
- You should see two windows
- Click in the window that is behind
- The MacWrite window should be behind now
- Click in the window that is behind

Applications

A moment with MacPaint

- Click in small box in upper left of macwrite window
- Now open the macpaint folder
- Open macpaint
- Put the arrow somewhere in the blank space and while holding the mouse button down move the mouse
- Go to the eraser icon and click twice
- Draw again
- Go to the file menu and select quit
- type a name for your file and then click save

- Close the macpaint folder

An introduction to MacWrite

- Open the macwrite folder
- open macwrite
- start typing
- now move the mouse and watch the cursor (now an I beam)
- put it between some letters and click once
- type some more (that is how you move)
- Put the cursor between some letters, hold button down and drag the mouse (area blackens) release mouse
- Move cursor somewhere else and click without dragging mouse
- Now drag the mouse again
- Go to edit menu and choose cut
- Now choose paste
- Move somewhere else and click
- Choose paste again
- Move the cursor into some word and click twice fast
- Go to style menu and select bold
- Now select underline
- Now select plain
- Now select 18 point
- Now select 12 point
- Now select any font from the font menu
- Now play with MacWrite

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FIRST HANDS-ON SESSION

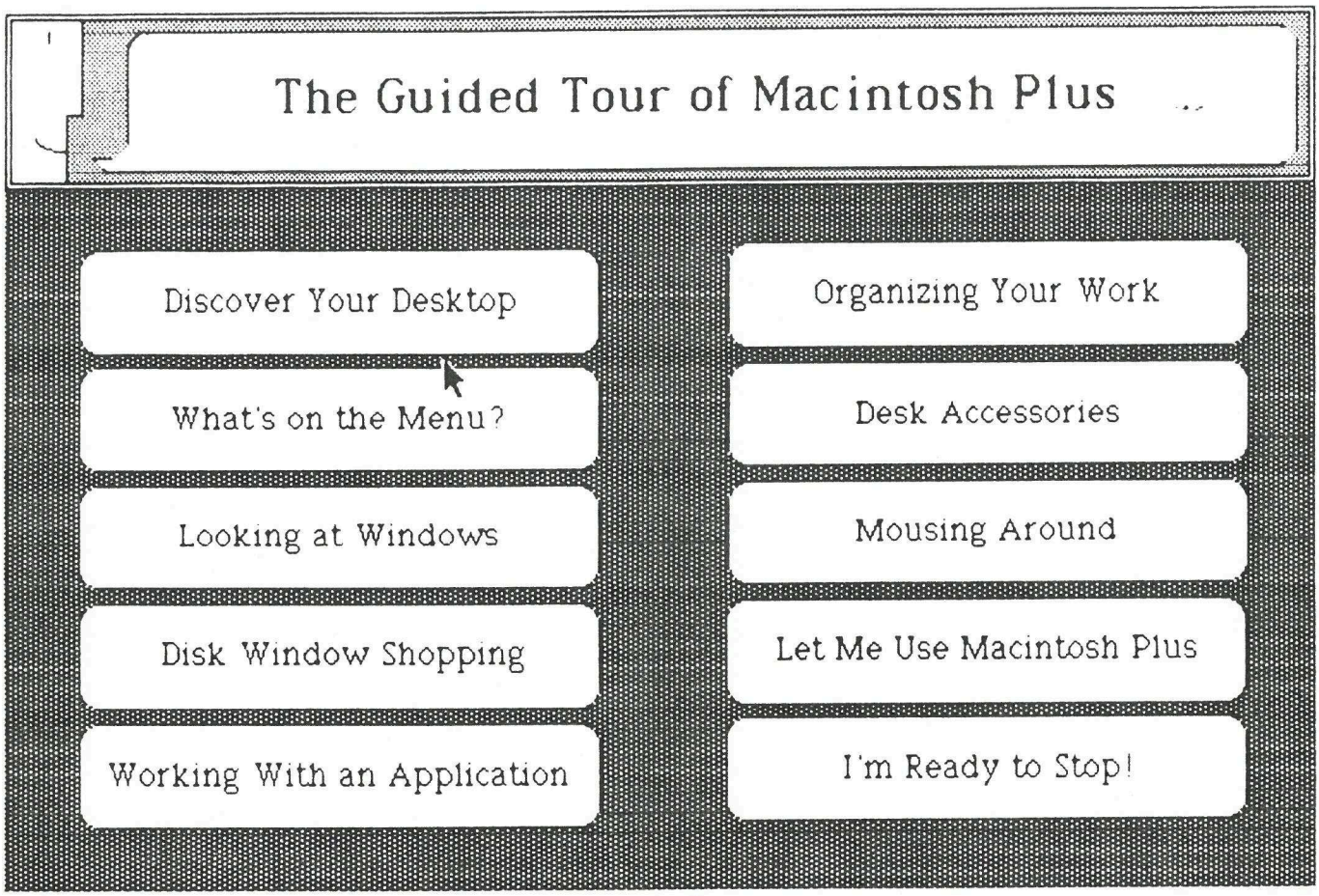
For this session, you will need a cassette tape and a disk both labelled *Macintosh Plus: A Guided Tour*. Sit down in front of a Macintosh Plus computer, insert the tape in a tape player and start playing the tape. After a short musical prelude, you will receive an introduction to the computer.

The tape contains most of the directions you will need to begin your exploration of the computer. There are, however, a few notes we would like to add:

First, the "on-off" switch for the computer is on the back side of the machine on your left hand side as you face the screen.

Second, the initial activity involves running the program called *Mousing Around*. Slide your mouse around on the table next to the computer until the arrow on the screen is located inside the oval with the label *Mousing Around*. Then "click" the mouse by pushing down once on the button on the top side of the mouse.

The "menu" you will initially see will look something like this:


The Guided Tour of Macintosh Plus
Discover Your Desktop
What's on the Menu?
Looking at Windows
Disk Window Shopping
Working With an Application
Organizing Your Work
Desk Accessories
Mousing Around
Let Me Use Macintosh Plus
I'm Ready to Stop!

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Second Hands On Session

Here are some suggested activities for your second Hands On Session. There's more suggested than you probably have time to complete in the alloted time. Aim for trying to get through step 9. Whenever you're ready to stop, go to step 16. Don't be shy in asking for help. HAVE FUN!!!

1. Start up the Macintosh using the Alumni Disk.

2, Open the disk up so that a window of its contents appears on the screen.

3. Open the calculator. Do some calculations. Move the calculator around.

4. Open the notepad. Enter some text on Page 3 of the notebook.

5. Put the calculator and the notepad away.

6. Open up the MacPaint icon by double clicking on the MacPaint file to run this application.

7. Create a picture in MacPaint. It should have the following:

   A. Your name in big letters at the top of the page in *Zapf Chancery* font.

   B. A copy of the Middlebury Oval (found in the scrapbook).

   C. Several signs of your own design that tell something about your favorite campus haunts.

8. Save your work under the file name WORK OF ART.

9. Print your work of art. First do a copy on one of the Imagewriter printers. Ask for help if you want to do a Laser printer version.

10. Insert a blank disk into the second disk drive. Initialize that disk.

11. Copy your Work of Art onto the new disk.

12. Move the copy of your Work of Art on the original Alumni Disk into the trash can. Dump the trash.

13. Borrow a copy of Smooth Talker and experiment with it.

14. If you mailed in a photo and have a favorite snapshot or cartoon with you, use Thunderscan to make a computer copy for you.

15. If you would like to explore MacDraw, we have a "Guided Tour" tape that you can run.

16. Pull down the SPECIAL menu and SHUT DOWN. After the disks have been ejected, store them in a safe place. Turn off the computer.

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Third
Hands On Session

Word Processing

Here are some suggested activities for your third Hands On Session. There's more suggested than you probably have time to complete in the alloted time. Aim for trying to get through step 20 by the end of this afternoon's session; you can work on the later items during the week.

Whenever you're ready to stop, go to step 25. Don't be shy in asking for help. HAVE FUN!!!

1. Start up the Macintosh using your Alumni Disk or any other disk containing MacWrite .We have versions of MacWrite in English, Spanish, French, German, Italian and Russian.

2. Open the disk up so that a window of its contents appears on the screen. This can be done by double clicking on the disk icon or by pulling down the File option from the menu and stopping at the Open option.

3. Open the calculator. This is done by pulling down the Desk Accesories option from the menu (it's the one marked by the apple) Do some calculations. Move the calculator around on your desk top.

4. Open the notepad. Enter some text on Page 3 of the notebook.

5. Put the calculator and the notepad away.

6. Open up the MacWrite file by double clicking on the MacWrite icon to run this application.

7. Start enterring any text you wish. As you near the end of the line, keep typing. Let MacWrite "wrap" your text onto the next line; don't use the Return key yet. Enter enough text to occupy three or four lines on the screen.

8. Now move the arrow up to the initial Ruler and change the spacing from single to double.

9. The initial Ruler shows that your text is being set Left Justified; that is, each line begins at the same spot on the left. You can reformat your text so that it is Centered, Right Justified or Fully Justified . You do this by moving the arrow with the mouse until it points to the appropriate one of the three boxes at the right hand end of the Ruler and then clicking once. Leave your text in the Fully Justified mode.

10. Move the Mouse so that the cursor is at the end of the text you have typed. Hit the Return key to move you to the beginning of a new line.

11. Pull down the Format option on the main menu and select Insert Ruler. A new Ruler will appear on your screen just below the text you previously typed. Choose Centered and Double Spacing for this ruler by clicking the appropriate boxes.

12. Now enter some new text below this second Ruler. Note that as new text appears on the screen, it is automatically Centered. Note also that the old text is not affected.

13. Experiment now with Paragraph indentations and Margins. Do this by inserting a new Ruler after your Centered text. Then move the Right Margin in to the 6 inch marker, the Left Margin to the 1 1/2 inch mark and Paragraph Ident to the 2 inch mark. Type two lines, hit the Return key, type two or three lines, hit Return again and enter a few more lines.

14. By now, your screen is cluttered with Rulers. We can make them disappear by pulling down the Format menu and selecting Hide Rulers. Although the Rulers are not in view, the last Ruler governs the format of new text that you type in at the end of your document.

15. For the next several lines you will type, use a variety of Fonts, and Style along with different size type. You can type any part of a

line in one Font and then switch for another section of the line to a second and finish the line in a third. You might choose, for example, to type a phrase in Spanish using the Monaco font and then switch to *Monaco outline for the English translation.*

16. Have some fun with CUT and PASTE. These are available as selections under the Edit menu option. First select a portion of the text to be Cut: move the cursor to the beginning of the portion, depress the button on the Mouse and drag it to the end of the portion and then release the button. The selected portion will be highlighted within a black band. Now pull down the Edit option and select Cut. The highlighted portion will disappear. Move the cursor to the place on the screen where you wish the portion to appear, pull down the Edit option and select Paste.

17. Repeat the last step, selecting Copy rather than Cut from the Edit option. What is the difference in outcome?

18. Explore the capabilities available under the Search option on the menu. You should know enough now about the Macintosh philosophy and MacWrite to use these possibilities easily.

19. Save your work under the file name WORK OF PROSE. Do this by pulling down the File option and selecting Save As... A "Dialog Box" will appear. Type in the name WORK OF PROSE, then move the cursor to Save box and click the Mouse.

20. Print a copy of this file on an ImageWriter Select Chooser from the on the main menu. Click on the icon labelled Apple TaLk I. and then close Chooser. You can now print by selecting Print... from the File option. A new menu will appear. Click on OK.

21. Close your file by selecting Close from the File option or by clicking the small box at the left edge of top bar of your file.

If you still have time:

22. Use MacWrite to write a two-page letter. Possible themes are:

    A. Compare using a typewriter to using a Macintosh to prepare a report or letter.

    B. Your favorite Language Schools anecdote.

    C. A sample homework exercise for one of your language classes

    You should include Headers and Footers. Use different type styles, sizes and fonts to show your knowledge of these tools.

23. Include a copy of the Middlebury Oval at the top of your letter. Do this by pulling down the Scrapbook Desk Accessory, selecting COPY, closing the Scrapbook, and then use Paste when you've found the spot in the document where you want the Oval to go.

24. Save a copy of your letter.

25. Pull down the SPECIAL menu and SHUT DOWN. After the disks have been ejected, store them in a safe place. Turn off the computer.